

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF MINNESOTA  
FILING REQUIREMENTS FOR VOLUNTARY BANKRUPTCY CASES

**EMERGENCY PARTIAL FILING**

**Chapter 7 Individual**

**One BANCAP Matrix and an Original + 3 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit C to Voluntary Petition, if required**
- 3. Statement of Social Security Number (paper and diskette filings only)**

**PARTIAL CHAPTER 7 FILINGS ARE DISCOURAGED: See Note (1) below**

**Filing Fee: \$209.00**

**Chapter 7 Corporation**

**One BANCAP Matrix and an Original + 3 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit A to Voluntary Petition, if required**
- 3. Exhibit C to Voluntary Petition, if required**
- 4. Local Form 1008-1 - Proof of Authority to Sign and File Petition**

**PARTIAL CHAPTER 7 FILINGS ARE DISCOURAGED: See Note (1) below**

**Filing Fee: \$209.00**

**Chapter 13**

**One BANCAP Matrix and an Original + 3 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit C to Voluntary Petition, if required**
- 3. Statement of Social Security Number (paper and diskette filings only)**

**PARTIAL CHAPTER 13 FILINGS ARE DISCOURAGED: See Note (1) below**

**Filing Fee: \$194.00**

**COMPLETE FILING - Filings must be fully collated and stapled in the following order:**

**One BANCAP Matrix and an Original + 3 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit C to Voluntary Petition, if required**
- 3. Statement of Social Security Number (paper and diskette filings only)**
- 4. Form 6 - Summary of Schedules**
- 5. Form 6 - Schedules A,B,C,D,E,F,G,H,I, and J**
- 6. Form 6 - Declaration Concerning Debtor's Schedules**
- 7. Form 7 - Statement of Financial Affairs**
- 8. Form 8 - Ch. 7 Individual Debtor's Statement of Intention**
- 9. Local Form 1007-1 - Statement of Compensation by Attorney for Debtor(s)**
- 10. Signature Declaration Form (electronic filings only)**

**One BANCAP Matrix and an Original + 3 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit A to Voluntary Petition, if required**
- 3. Exhibit C to Voluntary Petition, if required**
- 4. Local Form 1008-1 - Proof of Authority to Sign and File Petition**
- 5. Form 6 - Summary of Schedules**
- 6. Form 6 - Schedules A,B,D,E,F,G, and H**
- 7. Form 6 - Declaration Concerning Debtor's Schedules**
- 8. Form 7 - Statement of Financial Affairs**
- 9. Local Form 1007-1 - Statement of Compensation by Attorney for Debtor(s)**
- 10. Signature Declaration Form (electronic filings only)**

**One BANCAP Matrix and an Original + 3 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit C to Voluntary Petition, if required**
- 3. Statement of Social Security Number (paper and diskette filings only)**
- 4. Form 6 - Summary of Schedules**
- 5. Form 6 - Schedules A,B,C,D,E,F,G,H,I, and J**
- 6. Form 6 - Declaration Concerning Debtor's Schedules**
- 7. Form 7 - Statement of Financial Affairs**
- 8. Local Form 1007-1 - Statement of Compensation by Attorney for Debtor(s)**
- 9. Local Form 1007-3 - Statement of Business Income**
- 10. Local Form 3015-1 - Chapter 13 Plan**

**plus required copies of the Plan**

**11. Signature Declaration Form (electronic filings only)**

## **EMERGENCY PARTIAL FILING**

### **Chapter 11**

**One BANCAP Matrix and an Original + 8 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit A to Voluntary Petition, if required**
- 3. Exhibit C to Voluntary Petition, if required**
- 4. Statement of Social Security Number (individual debtors/paper and diskette filings only)**
- 5. Local Form 1008-1 if corporation or partnership**
- 6. Form 4 - List of Creditors Holding Twenty Largest Unsecured Claims**

**Filing Fee: \$839.00**

### **Chapter 12**

**One BANCAP Matrix and and Original + 5 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit A to Voluntary Petition, if required**
- 3. Exhibit C to Voluntary Petition, if required**
- 4. Statement of Social Security Number (individual debtors/paper and diskette filings only)**
- 5. Local Form 1008-1 if corporation or partnership**

**PARTIAL CHAPTER 12 FILINGS ARE DISCOURAGED: See Note (1) Below**

**Filing Fee: \$239.00**

**COMPLETE FILING - Filings must be fully collated and stapled in the following order:**

**One BANCAP Matrix and an Original + 8 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit A to Voluntary Petition, if required**
- 3. Exhibit C to Voluntary Petition, if required**
- 4. Statement of Social Security Number (individual debtors/paper and diskette filings only)**
- 5. Local Form 1008-1 if corporation or partnership**
- 6. Form 4 - List of Creditors Holding Twenty Largest Unsecured Claims**
- 7. Form 6 - Summary of Schedules**
- 8. Form 6 - Schedules A,B,C,D,E,F,G,H,I, and J**
- 9. Form 6 - Declaration Concerning Debtor's Schedules**
- 10. Form 7 - Statement of Financial Affairs**
- 11. Local Form 1007-1 - Statement of Compensation by Attorney for Debtor(s)**
- 12. List of Equity Security Holders (if corporation, and only if less than 101 holders)**
- 13. Signature Declaration Form (electronic filings only)**

**One BANCAP Matrix and an Original + 5 copies (paper filings only) of:**

- 1. Official Form 1 Voluntary Petition**
- 2. Exhibit A to Voluntary Petition, if required**
- 3. Exhibit C to Voluntary Petition, if required**
- 4. Statement of Social Security Number (individual debtors/paper and diskette filings only)**
- 5. Local Form 1008-1 if corporation or partnership**
- 6. Form 6 - Summary of Schedules**
- 7. Form 6 - Schedules A,B,C,D,E,F,G,H,I, and J**
- 8. Form 6 - Declaration Concerning Debtor's Schedules**
- 9. Form 7 - Statement of Financial Affairs**
- 10. Local Form 1007-1 - Statement of Compensation by Attorney for Debtor(s)**
- 11. List of Equity Security Holders (if corporation)**
- 12. Signature Declaration Form (electronic filings only)**

**NOTES - (1) Emergency partial chapter 7, 12 or 13 filings should be avoided except under extraordinary circumstances; partial filings are usually unnecessary and severely disrupt case scheduling and processing; if a partial filing is made, all other papers must be filed within 15 days, or the case may be dismissed, without further notice; (2) For a debtor's conversion of a chapter 12 or 13 case to a chapter 7 case, substitute Conversion for Petition; (3) If Schedule G lists executory contracts or unexpired leases, add names and addresses of non-debtor parties to the contract(s) or lease(s) to the BANCAP Matrix; and (4) If a list of equity security holders is filed, add the names and**

**addresses of the holders to the BANCAP Matrix.**

## **LOCAL REQUIREMENTS FOR BANKRUPTCY CASE MOTIONS**

1. See Local Rules 9013-1 thru 9013-5 and Local Form 9013-2.
2. Arrange for the hearing date with judge's calendar clerk.
3. Serve copies of the Notice of Motion And Motion, Supporting Affidavit if motion is not verified, separate Memorandum and Proposed Order on each entity entitled to such service. See Local Rules 9013-2 and 9013-3. Be sure to check the Case Docket or Chapter 11 Service List for new requests for notice or notices of appearance filed under Local Rule 2002-5.
4. Pay Filing Fee of \$150.00, if the Motion is a:
  - A. Motion to terminate or modify the automatic stay;
  - B. Motion to compel abandonment; or
  - C. Motion to withdraw reference.
5. File the Originals of:
  - A. Notice of Motion And Motion;
  - B. Supporting Affidavit, if the motion is not verified, by the Movant, not the attorney;
  - C. Separate Memorandum;
  - D. Proposed Order; and
  - E. Proof Of Service.

## **LOCAL REQUIREMENTS FOR ADVERSARY PROCEEDINGS**

1. See Bankruptcy Rules 7001-7010 and 9011(a) and Part VII of the Local Rules. The clerk issues the summons. If the complaint is electronically filed, the summons is generated automatically in electronic form. The Plaintiff should print the summons from the Court's website ([www.mnb.uscourts.gov](http://www.mnb.uscourts.gov)) and serve it as outlined in paragraph 3 below.
2. File:
  - A. Original Complaint;
  - B. Gray Cover Sheet (paper complaints only); and
  - C. \$150.00 Filing Fee.
3. Serve a copy of the Summons with a copy of the Complaint attached on each defendant, and also on the attorney for a debtor-defendant, within 10 days after the date the Summons was issued. See Bankruptcy Rule 7004, including 7004(b)(9) and 7004(f).
4. File Proof Of Service.

## **LOCAL REQUIREMENTS FOR INVOLUNTARY BANKRUPTCY CASES**

1. See Local Rule 1010-1 and applicable Bankruptcy Rules.
2. File original and three conformed copies of Petition. The filing fee for a Chapter 7 case is \$209.00 and \$839.00 for a Chapter 11 case. The clerk issues the Summons.
3. Serve a copy of the Summons, with a copy of the Petition attached, on the debtor within 10 days after the date the Summons was issued. See Local Rule 1010-1(b) and Bankruptcy Rules 1010 and 7004(f).
4. File Proof Of Service.
5. Prepare to file all necessary lists, schedules and statements if an order for relief is entered and the debtor does not timely file such papers. See Bankruptcy Rule 1007(k). The case may also be dismissed. See Local Rule 1010-1(e).

## **LOCAL REQUIREMENTS FOR APPEALS**

1. **Timely** file Notice Of Appeal. Filing fee is \$255. Subject to very technical exceptions, the notice of appeal must be **filed** with the Clerk of Bankruptcy Court within 10 **calendar** days after entry of the order or judgment appealed from. A notice of appeal mailed to the clerk within 10 days, but received and filed by the clerk after 10 days, is late. See Bankruptcy Rules 8001(a) and 8002 and Official Form 17.
2. **Immediately** order necessary transcripts of court proceedings. See Local Rule 8007-1.
3. Within 10 days after filing the notice of appeal, serve and file (a) appellant's Statement Of Issues To Be Presented On Appeal, and (b) appellant's Designation Of Papers For Clerk's Record On Appeal, or (c) Stipulation For Appendices. See Local Rules 8006-1 and 8006-2. Attorneys are encouraged to file a Stipulation For Separate Appendices. See Local Rule 8006-1(c). If a designation for a clerk's record is filed, every paper designated must be adequately described and listed separately in the designation.
4. Within 15 days after entry of the appeal on the docket pursuant to Bankruptcy Rule 8007, or such other time as the court may prescribe, serve and file Appellant's Brief With Addendum, together with Appendix if applicable. See Local Rules 8010-1 and 8010-3.

Rev.103103